

REQUEST FOR EXCESS PROPERTY FORM

The Request for Excess Property Form is a four part, dual use form, used by Agency Accountable Property Officers, (APO) and the Office of Contracting & Procurement's (OCP) Personal Property Division (PPD) to facilitate the requisition and issue (re-distribution) of the excess and surplus personal property of the Government of The District of Columbia. APO's use the Request for Excess Property Form to identify and request the issue/re-distribution of excess personal property from the PPD warehouse; and the PPD uses the Request for Excess Property Form to issue/re-distribute excess personal to the various departments/agencies of the Government of the District of Columbia.

INSTRUCTIONS

(Please type or print in black or blue ink)

Property Issued To: This section is generally self-explanatory.

Block No. 1. Department

Block No. 2. Agency/Division

Block No. 3. Address

Block No. 4. Telephone Number

Block No. 5. Requested By

Quantity Requested:

Block No. 6. Indicate the quantity (the amount) of a particular piece of property or line item that is being requested.

Description:

Block No. 7. Describe (define) each piece of property or line item being requested; provide descriptive information such as the item name, the noun or nomenclature of the item, its manufacturer or make, the model or serial number and type of material or other descriptive characteristics.

Action Taken and Enter on Property Records:

Blocks No. 8. and 9. These sections are to be completed by the Personal Property Division. **No entries are required, and none should be made, by the requesting agency.**

Requesting Agency Authorization:

Block No. 10. This section is to be completed by the Accountable Property Officer of the Requesting Agency. If the APO is unavailable to sign the authorization, it may be signed by a duly authorized and/or designated alternated; otherwise, the Department Head must sign. (Although any District Government employee can request the re-distribution of excess personal property, only the agency's Accountable Property Officer (and alternate), or the Department Head can authorize the transfer of excess personal property into the accountable property records of a department/agency.

Property Request Issuance and Action Codes:

Block No. 11. This section is to be completed by the Personal Property Division. **No entries are required, and none should be made, by the reporting agency.**

REQUEST FOR EXCESS PROPERTY

Office of Contracting & Procurement
Personal Property Division
2100 Adams Place, N.E., 2nd Floor
Washington, D.C. 20018-3627
(202) 576-6472 or Fax (202) 576-7111

PROPERTY ISSUED TO:

1. DEPARTMENT	
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2. AGENCY/DIVISION	
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3. ADDRESS	
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4. TELEPHONE	

5. REQUESTED BY		

8.	9. ENTER ON PROPERTY RECORDS
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6.
QUANTITY
REQUESTED

7.	
DESCRIPTION	

ACTION TAKEN				
A	B	C	D	

(a)
QUANTITY

(b)
UNIT
(EA,
BX)

(c) ACQUISITION COST

(d) UNIT

(e) TOTAL

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10. REQUESTING AGENCY AUTHORIZATION

Name: _____
Accountable Property Officer (Print/type)

Signature: _____

Date:

Name: _____

Property Received By (Print/type)

Signature: _____

Date: _____

11. PROPERTY REQUEST ISSUANCE AND ACTION CODES
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Date Issued: _____ Signature: _____ Title: _____

A - ISSUED **B - BACK ORDERED** **C - CANCEL/NOT AVAILABLE** **D - OTHER**

D - OTHER